OKI
PRINTING SOLUTIONS

B2500 MFP

User's Guide

59389201

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Document Information

B2500 MFP User's Guide

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Safety Warning

APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

Repairs/maintenance: Repairs and maintenance should only be carried out by a qualified technician. There are no user serviceable parts inside the machine. To reduce the risk of electrical shock, you must not carry out these operations yourself. Opening or removing the covers exposes you to two hazards:

- The laser beam can cause irreversible eye damage.
- Contact with electrical components can lead to electrical shock.

For installation conditions and safety precautions, refer to the separate Safety/Installation Instructions booklet provided.

Dear customer

For your security and comfort, we urge you to carefully read the **Safety/Warranty/Regulatory booklet** before any use.

By buying this multifunction machine, you have opted for a quality product. Your device satisfies the different specifications of a modern office automation tool.

This machine allows you to scan in color and black and white, to print and copy in black and white. You can connect the multifunction device to your PC (Microsoft Windows 98SE/ME/2000SP3/XP).

Install the software included to use the multifunction device as a printer. Besides, you can scan, edit and save documents through the PC. You have a connection with a WLAN adaptor (optional equipment) to communicate with a personal computer.

WLAN is an option working only with an original adaptor that you can obtain from your retailer. You will find further information on our Internet website.

Thanks to its navigator and its multitask access, it is powerful, user-friendly and easy to use.

The multifunction machine hereby described, comes with a 600 dpi scanner and a black and white laser printer offering a printing speed of 16 ppm. The Companion Suite Pro LL software provided allows you to use your multifunction machine like a scanner and a printer from a personal computer. It also gives you the possibility to manage your multifunction machine.

Consumables

Refer to the Consumables section of this booklet.

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Installation

Location conditions

By choosing an appropriate location, you preserve the longevity of the machine. Check that the selected location has the following characteristics:

- Choose a well ventilated location.
- Make sure not to obstruct the ventilation grids located on the left and right sides of the device. During the installation, make sure to place the machine thirty centimeters away from the surrounding objects so all the lids can be easily opened.
- Make sure that this location does not present any ammonia nor any other organic gasses emission hazard.
- The ground outlet (refer to the Safety Warning notices presented in the **Safety** chapter) to which you plan to connect the machine shall be located close to this one and have an easy access.
- **Make sure that the machine is not directly exposed to sun light**.
- Make sure not to place the machine in an area exposed to an air flow generated by an air conditioning, heating or ventilation system, nor in an area subject to big temperature or humidity fluctuations.
- Choose a solid and horizontal surface on which the machine will not be exposed to intense vibrations.
- **Keep the machine away from any object that could obstruct its ventilation ports**.
- Do not place the machine close to draperies or any other flammable objects.
- Choose a location where the water and other splashes of liquid are limited.
- Make sure that this location is dry, clean and dust free.

Cautions of use

Take into account the important precautions below when using the machine.
Running environment:

- Temperature: 50 °F to 89.6 °F (10 °C to 32 °C) with a maximum fluctuation of 10 °C per hour.
- Humidity: 15 to 80% of ambient humidity (without condensation), with a maximum fluctuation of 20% per hour.

Terminal:
The section below describes the precautions to be taken when using the machine:

- Never turn the machine off or open the lids while printing.
- Never use gas or flammable liquids, or objects generating a magnetic field close to the machine.
- When you unplug the power cord, always hold the connector without pulling the cord. A damaged cord presents a potential fire hazard or an electric shock hazard.
- Never touch the power cord with wet hands. You risk getting an electric shock.
- Always unplug the power cord before moving the machine. Otherwise, you could risk having the cord damaged and create a fire hazard or an electric shock hazard.
- Always unplug the power cord when you plan not to use the machine for a long period of time.
- Never put objects on the power cord, never pull it and never fold it. This could cause a fire hazard or an electric shock hazard.
- Always make sure that the machine is not sitting on the power cord or any other electrical cables. Make sure also that neither cord nor cable is introduced to the machine inner mechanism. This would expose you to a machine malfunction risk or a fire hazard.
- Make sure that the printer is unplugged from the power outlet before connecting or disconnecting an interface cable to the printer (use a shielded interface cable).
- Never try to remove any fixed pane or hood. The machine contains high voltage circuits. Any contact with these circuits can cause an electric shock risk.

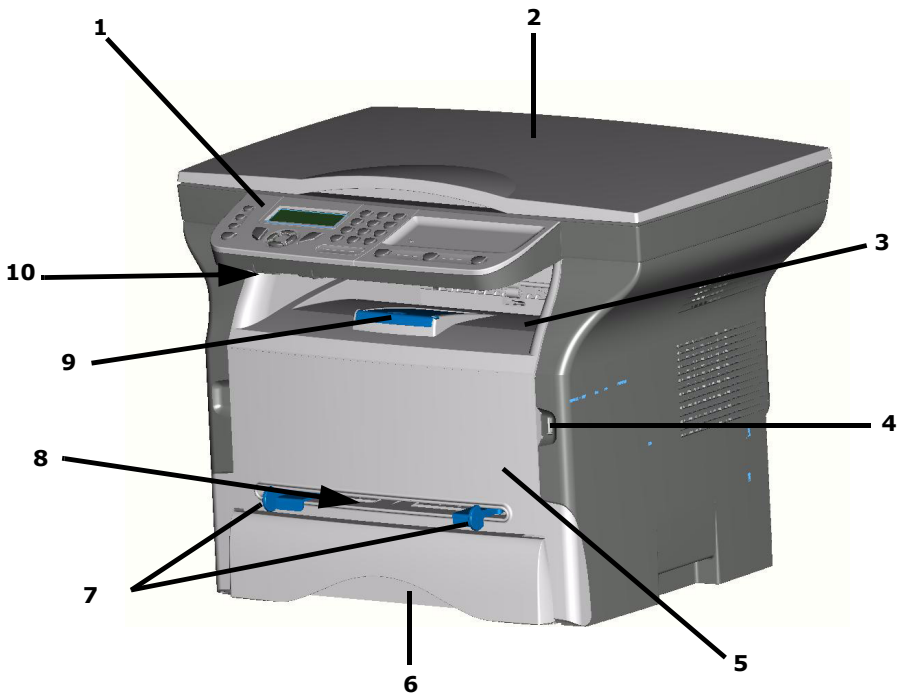
- Never try to modify the machine. This could cause a fire hazard or an electric shock hazard.
- Always make sure that paper clips, staples or other small metallic items do not get inside the machine via the ventilation ports or other ports. Such items create fire hazards or electric shock hazards.
- Prevent water and any other liquid from spilling on the machine or near to it. Any contact of the machine with water or liquid can cause a fire hazard or an electric shock hazard.
- If liquid or metallic item gets accidentally inside the machine, turn it off immediately, unplug the power cord and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- In case of heat, smoke, unusual smell or abnormal noise emissions, turn the machine off, unplug the power cord immediately and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- Avoid using the machine during a thunderstorm, this can cause an electric shock hazard due to lightning.

Paper for printing: if you use paper already printed by your machine or another printer, the printing quality may not be optimal.

Make sure to place the machine in a well ventilated area. When operating, the printer generates a small amount of ozone. An unpleasant smell can come from the printer if it is used intensively in a poorly ventilated area. For a secure use, make sure you place the machine in well ventilated area.

Terminal description

Front side

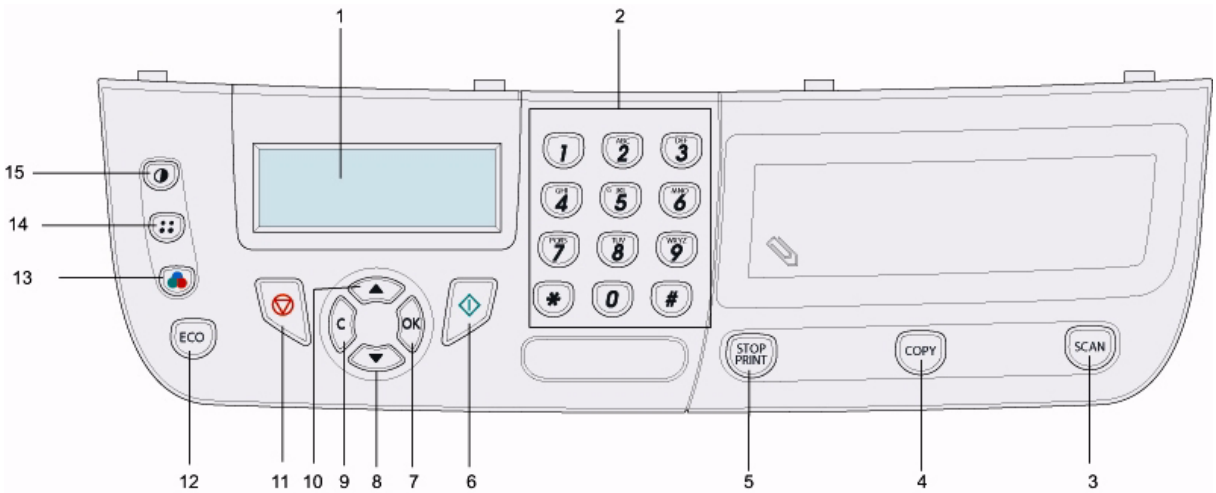


1 Commands panel
2 Scanner Cover
3 Paper output
4 Master USB connection (USB key)
5 Cartridge access cover
6 Paper tray
7 Manual paper feed setup guides
8 Manual Input Tray
9 Fold-down stop for paper delivery
10 Smart card insertion point

Back side

1 Paper jam cover
2 Power supply cord connection
3 On/Off switch
4 Slave USB connection (for PC)

Command panel



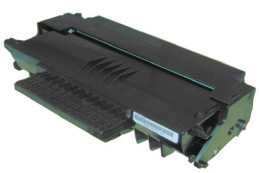
1. Screen
2. Digital keypad
3. **SCAN** Button: document scan to the PC
4. **COPY** Button: local copy
5. **STOP PRINT** Button: stops the current printing
6. Button: validation
7. **OK** Button: confirms the displayed selection
8. ▼ Button: menu access and navigation down the menus
9. **C** Button: back to the previous menu and input correction
10. ▲ Button: navigation up the menus
11. Button: stop the current operation
12. **ECO** Button: sets up the activation delay
13. Button: color analysis mode selection
14. Button: analysis resolution setup
15. Button: contrast setup

Packaging contents

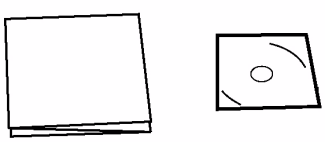
The packaging contains the items listed below:

Multifunction device

1 toner cartridge

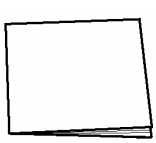


1 installation guide, 1 PC installation/user guide CD ROM



1 power cord

1 booklet (safety and warranty))



device installation

1 Unpack the device.
2 Install the device respecting the security notices stated at the beginning of this booklet.
3 Remove all stickers from the machine.
4 Remove the plastic protection film from the display screen.

Loading paper

Loading paper in the main unit tray and supplementary paper feed

(1) Paper to be used must be inserted with the face down, and abutting the side and back guides. Not abutting the paper may cause feed failure, skewing, and paper jams.
(2) Amount of loaded paper must not exceed the loading mark. If the loading mark is exceeded, this may cause feed failure, skewing, and paper jams.
(3) Adding paper to the stack may cause double feeding, and should be avoided.
(4) When withdrawing the cassette from the main unit, always support it with both hands.
Pulling the cassette out quickly with one hand, may lead to it being unable to be supported, and being dropped.

Paper Handling

(1) Paper curling must be corrected before printing.
(2) Curls must not exceed 10 mm.
(3) Care must be taken with storage to prevent feed faults and image defects due to leaving the paper in conditions of high humidity.
Adding paper to the pile, or splitting the pile may cause feeding problems, and must be avoided.

Humidity control

(1) Do not use paper which has become damp, or paper which has been left unused for a very long time.
(2) After opening the paper, it must be kept in a plastic bag.
(3) Do not use paper with waved ends, paper which is creased, paper with crumples, and any other non-normal paper.

Handling the unit

Moving the unit

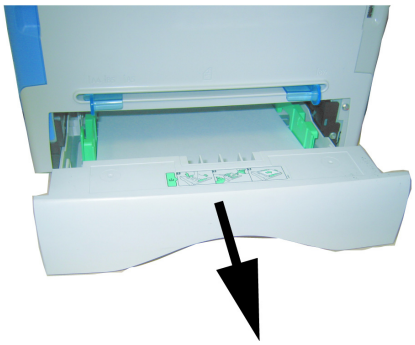
When moving the unit on a desk, it must be lifted, and not dragged.

Paper Feed cassette insertion

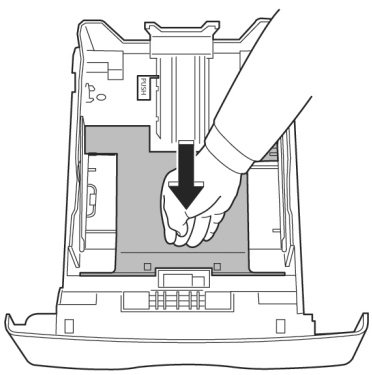
Your device accepts a number of formats and types of papers.

You can use paper weighing between 17 and 28 lb. (60 and 105 g/m2).

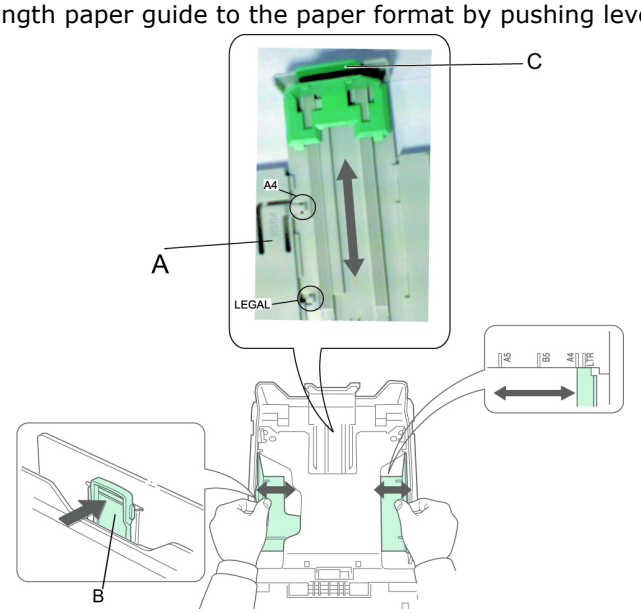
1 Remove the paper feed cassette completely.



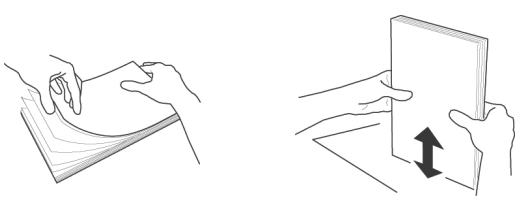
2 Push the lower panel down until it clicks.



3 Setup the back feed cassette stop by pushing the "PUSH" lever (A).
Then adjust the lateral paper guides to the paper format by pushing lever (B) located on the left guide. Adjust the length paper guide to the paper format by pushing lever (C).



4 Take a paper stack, pull the top sheet off and align it on a flat surface.



5 Put the paper stack in the feed cassette (200 sheets for 20 lb (80 g/m²) paper, for instance).

6 Put the feed cassette back in its location.

Paper delivery stop

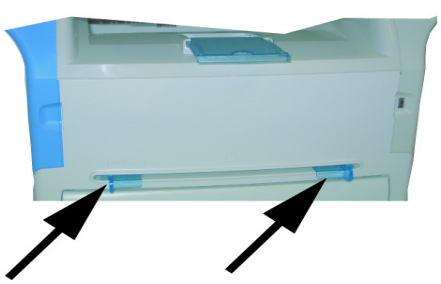
Adjust the paper delivery stop, depending on the format of the document to be printed. Do not forget to raise the flap to prevent the sheets from falling down.

Paper insertion in the manual input tray

The manual input tray allows you to use various paper formats with heavier weights than the one used in the paper feed cassette.
Only one sheet or envelope can be fed at a time.

You can use paper, which weights between 11 and 35 lbs (52 and 160 g/m²).

1 Spread the manual feed guides to the maximum.



2 Insert a sheet or an envelope in the manual input tray.
3 Adjust the paper guides against the right and left edges of the sheet or the envelope.
4 Print making sure that the chosen paper format corresponds to the selected format on the printer.

Note: When using envelopes

- Feeding can be done only through the manual feed.
- Recommended area should be the area which excludes 15 mm from the leading edge, 10 mm from the left and right edges and the rear edge.
- Envelopes which are not recommended may lead to improper printing.
- Curled envelope after printing should be fixed manually.

- Small crumples on the edge of the wide side of envelopes. Smearing, or less clear printing may appear on the reverse side.

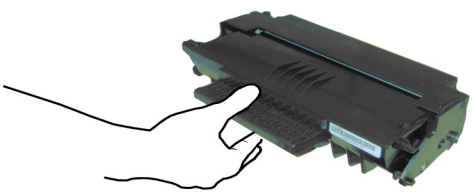
- Set envelope by pressing the folding line of four edges properly after releasing air inside.
- Set envelope in a proper position after aligning in case it is bent or warped.

Toner Cartridge installation

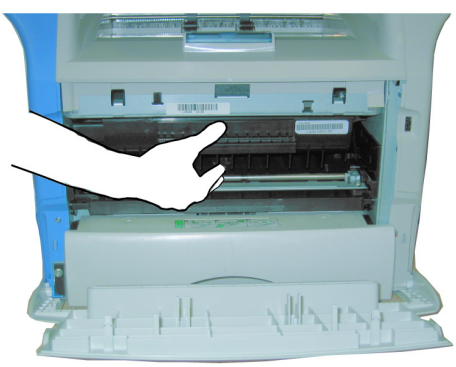
1 Stand in front of the machine.

2 Push the left and right sides of the cover and pull it at the same time towards you.

3 Unpack the cartridge and hold it by its handle.



4 Insert the cartridge in its slot by pushing it until it clicks (with a downward motion) as shown on the picture below.



5 Close the cover.

Starting your device

Device connection

Before plugging the power cord, it is imperative to refer to the Safety/ Warranty/Regulatory booklet.

1 Connect the power cord to the device.

2 Make sure that the On/Off switch is on Off (**O** position). Plug the power cord to outlet on the wall.

The outlet should be located close to the device and be easy to access.

3 Press the On/Off button to turn on the device (I position).

4 The following message appears:

```
HAVE YOU CHANGED
THE TONER? <OK>
```

Press **OK**.

5 When this message appears,

```
INSERT THE
TONER CARD
```

insert the smart card provided with the new toner cartridge as shown on the picture below.

6 A wait message appears.

```
PLEASE
WAIT
```

The smart card is read.

```
NEW TONER
REMOVE CARD
```

Remove the smart card from the reader, your machine is ready to print again.

7 The machine is set to English by default. To modify this parameter, refer to the paragraph **Setup the display language**, page 21.

Copy

Your machine can make one or more copies.

You can also setup several special copy parameters.

Simple copy

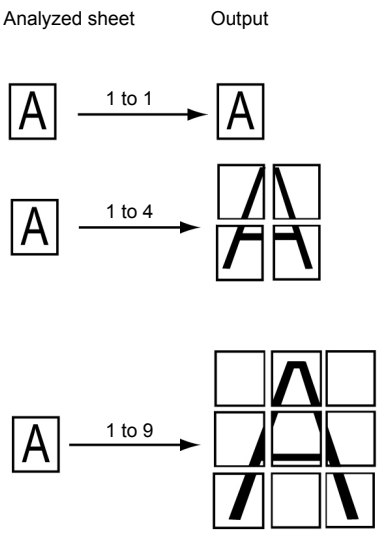
In this case, the default parameters are applied.

1. Place the document to be copied face down on the glass, respecting the indications around the glass.
2. Press the COPY button twice. The copy is made using the default parameters.

Special copying

Special copying allows you to do custom setups for the current copy.

1. Place the document to be copied face down on the glass.
2. Press the COPY button.
3. Enter the number of copies that you want and confirm with the **OK** button.
4. Choose the resolution depending on the printing quality that you want **DRAFT**, **AUTO**, **QUALITY TEXT** or **PHOTO** with the buttons ▲ or ▼, then confirm with the **OK** button.
5. You can print the desired copy on several paper formats to create a poster. Select **1 PAGE TO 1**, **1 PAGE TO 4** or **1 PAGE TO 9** with the buttons ▲ or ▼, then confirm with the **OK** button.



6. Adjust the contrast level with the buttons ▲ or ▼, then confirm with the **OK** button.
7. Adjust the desired brightness level with the buttons ▲ or ▼, then confirm with the **OK** button.
8. Adjust the desired zoom level, from **25% TO 400%** with the buttons ▲ or ▼, confirm with the **OK** button.
9. Adjust the desired origin values with the digital keyboard buttons ▲ or ▼ then confirm with the **OK** button.
10. Choose the paper type **NORMAL**, **THICK** with the buttons ▲ or ▼, then confirm with the **OK** button.
11. Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons ▲ or ▼, then confirm with the **OK** button.

Special copy setup

To enter various settings, press the ▼ button and the appropriate numbers on the keypad.
For example, to change the resolution, press the ▼ button, then press 8, 4, and 1 on the keypad.

*Setups done through this menu become the device **default setups** after you confirm.*

When the print quality is unsatisfactory, you can proceed to a calibration with MENU 80.

Resolution setup

*The **RESOLUTION** parameter allows you to setup the photocopy resolution.*

▼ 841 - ADVANCED FCT/COPY/RESOLUTION

1. Choose the resolution with the buttons ▲ or ▼ according to the following table:.

Parameter	Signification
DRAFT	Low resolution.
AUTO	Standard resolution for documents containing text and graphics.
QUALITY TEXT	Optimal resolution for documents containing text.
PHOTO	Optimal resolution for documents containing photographs.

2. Confirm your choice by pressing the **OK** button.

You can also setup the resolution by pressing the button.

Zoom setup

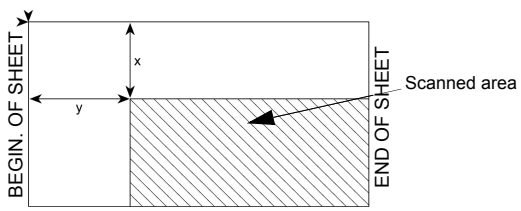
▼ ***842 - ADVANCED FCT/COPY/ ZOOMING***

The **ZOOM** parameter allows you to shrink or enlarge an area of a document by choosing the origin and the zoom level to be applied to this document from 25 to 400 %. Enter the desired zoom level with the digital keyboard, confirm your choice by pressing the **OK** button.

Scan origin setup

If you want, you can change the origin of the scanner.

By entering new values for X and Y in mm (X < 210 and Y < 286), you move the scanned area as shown on the diagram below.



▼ ***843 - ADVANCED FCT/COPY/ORIGIN***

1. Select the X and Y coordinates with the buttons ▲ or ▼.
2. Setup the desired coordinates with the digital keyboard or the buttons ▲ and ▼, confirm your choice by pressing on the **OK** button.

Contrast setup

*The **CONTRAST** parameter allows to choose the photocopy contrast.*

▼ ***844 - ADVANCED FCT/COPY/ CONTRAST***

1. Setup the desired level of contrast with the buttons ▲ and ▼, confirm by pressing the **OK** button.
2. You can also directly setup the desired contrast with the ◑ button, press several times on this button until the desired setup without using the Menu 845.
3. Quit this menu by pressing the ▽ button.

Brightness setup

*The **BRIGHTNESS** parameter allows to lighten or darken your original document.*

▼ ***845 - ADVANCED FCT/COPY/ LUMINOSITY***

1. Setup the desired brightness with the buttons ▲ and ▼.
2. Confirm your choice by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Paper type setup

▼ ***851 - ADVANCED FCT/SCAN. & PRINT/PAPER TYPE***

1. Select the paper **NORMAL** or **THICK** that you use with the buttons ▲ and ▼.
2. Confirm your setup by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Paper tray selection

▼ ***852 - ADVANCED FCT/SCAN. & PRINT/TRAY PAPER***

1. Select the paper tray that you use **AUTOMATIC** or **MANUAL** with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Scan margins setup

You can offset the lateral margins of the document to the left or right during the scan with your flat-bed scanner.

▼ ***853 - ADVANCED FCT/SCAN. & PRINT/FLATBED MARG***

1. Setup the left/right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Left and right printing margins setup

You can offset the lateral margins of the document to the left or right during printing.

▼ ***854 - ADVANCED FCT/SCAN. & PRINT/PRINTER MARG***

1. Setup the left/right margins offsets (by 0.5mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Top and bottom printing margins setup

You can offset the lateral margins of the document towards the top or the bottom during printing.

▼ ***855 - ADVANCED FCT/SCAN. & PRINT/TOP PRINT.***

1. Setup the top/bottom margins offsets (by 0.5mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the ▽ button.

Parameters/ Setup

You can setup your machine as you like depending on the functions you need. This chapter describes the functions.

You can print the functions guide and the available setup of your multifunction machine.

Print the functions guide

Press on ▼ and enter **51** on the digital keypad. The functions guide prints.

Print the list of setups

Press on ▼, enter **54** with the digital keypad. The printing of the list of setups starts.

Lock the keyboard

This function prevents non-authorized people from accessing the machine. An access code will be required every time someone wants to use the device. After each use, the device will lock automatically.

▼811 - ADVANCED FCT/LOCK/LOCKING CODE

1. Press on ▼, enter **811** with the digital keyboard.
2. Enter your lock code (4 digits) with the keyboard, confirm with **OK**.
3. Enter again your lock code (4 digits) with the keyboard, confirm with **OK**.
4. Quit this menu by pressing the ⊽ button.

If a code is already registered, enter the old code before typing the new one.

Activate the keyboard lock

Every time you use your machine, you will have to enter your code.

▼812 - ADVANCED FCT/LOCK/LOCK KEYBD.

1. Press on ▼, enter **812** with the keyboard.
2. Enter the lock code and confirm with **OK**.
3. With the buttons ▼ or ▲, choose **WITH** and confirm with **OK**.
4. Quit this menu by pressing the ⊽ button.

Read the counters

You can view the activity counters for your machine at any time.

This function shows you the number of scanned pages.

▼823 - ADVANCED FCT/COUNTERS/ SCANNED PAGE

1. Press on ▼, enter **823** with the keyboard.
2. The number of scanned pages appears on the screen.
3. Quit this menu by pressing the ⊽ button.

This function shows you the number of printed pages.

▼824 - ADVANCED FCT/COUNTERS/ PRINTED PG

1. Press on ▼, enter **824** with the keyboard.
2. The number of printed pages appears on the screen.
3. Quit this menu by pressing the ⊽ button.

Display the consumables status

You can read at any time the remaining toner in the cartridge. This level appears in percentage.

▼86 - ADVANCED FCT/CONSUMABLES

1. Press on ▼, enter **86** with the keyboard.
2. The available toner percentage appears on the screen.
3. Quit this menu by pressing the ⊽ button.

Calibrate your scanner

You can do this operation when the quality of photocopied documents is not satisfactory anymore.

▼80 - ADVANCED FCT/CALIBRATION

1. Press on ▼, enter **80** with the keyboard, confirm with **OK**.
2. The scanner is triggered and a calibration is done automatically.
3. At the end of the calibration, the machine comes back to the screen saver.

Switches your machine to standby mode (ECO)

The machine will switch to standby mode when not being used. You can choose the time before the machine switches to stand by (it is set in minutes).

*You can choose with the setup **WITHOUT, DELAY 5 MIN**, **DELAY 15 MIN**, **DELAY 30 MIN**.*

▼29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **08** with the ▼ or ▲ buttons and confirm with **OK**.
4. Quit this menu by pressing the ⊽ button.

Save your toner cartridge

This function allows you to increase the lifetime of your toner cartridge.

▼29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **80** with the ▼ or ▲ buttons and confirm with **OK**.
4. Choose the parameter **WITH** with the ▼ or ▲ buttons and confirm with **OK**.
5. Quit this menu by pressing the ⊽ button.

Setup the printing format

*The default setup is **NO**. You can print a document in a LETTER format on A4 pages by setting up this parameter on **LETTER/A4**.*

▼29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **93** with the ▼ or ▲ buttons and confirm with **OK**.
4. Choose the parameter **LETTER/A4** with the ▼ or ▲ buttons and confirm with **OK**.
5. Quit this menu by pressing the ⊽ button.

Declare the number of authorized WEP keys

You can create a network with WEP keys to allow several personal computers to use the machine as a network printer.

You can authorize up to 4 WEP (Wired Equivalent Privacy) on your machine.

To declare the number proceed as follows:

▼29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **96** with the ▼ or ▲ buttons and confirm with **OK**.
4. Enter the desired key number (4 maximum), confirm with **OK**.
5. Quit this menu by pressing the ⊽ button.

Setup the display language

You can select another language for the menus display. By default, the machine operates in the English language.

▼203 - SETUP/GEOGRAPHICAL/ LANGUAGE

1. Press on ▼, enter **203** with the keyboard and confirm with **OK**.
2. Choose the desired language with the ▼ or ▲ buttons and confirm with **OK**.
3. Quit this menu by pressing the ⊽ button.

Setup of the default paper format

This menu allows to setup the default paper format to be used for printing.

▾856 - ADVANCED FCT/SCAN. & PRINT/PAPER FORMAT

1. Select the default paper size with the ▴ and ▾ buttons within the following choices: **A4**, **A5**, **LETTER** and **LEGAL**.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the ⊽ button.

WLAN network

You can connect your machine to a PC using a USB cable or make a wireless connection (via radio) with a PC or network.

> ***Caution**, when you are using a wireless connection, certain medical equipment, and sensitive or security systems, may be affected by the radio transmissions of your device; in all cases, please follow safety guidelines closely.*

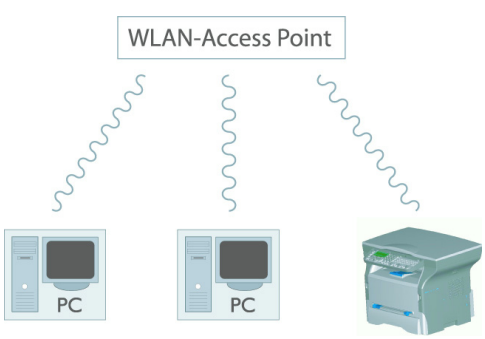
If you have a WLAN adaptor, you can incorporate your machine as a network printer into a radio network. This works only with an approved adaptor that you can obtain from our ordering department.

Type of radio network

A radio network or WLAN (Wireless Local Area Network) is created when at least two computers, printers or other peripheral devices communicate with each other in a network via radio waves (high frequency waves). The transmission of data in the radio network is based on the standards 802.11b and 802.11g. According to how the network is set up, it may be described as an infrastructure network or an ad-hoc network.

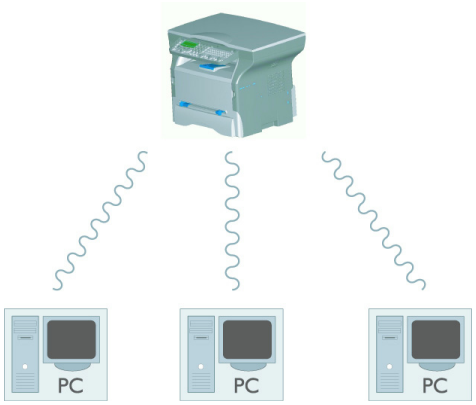
Radio infrastructure network

In an infrastructure network, several devices communicate via a central access point (a gateway or router). All data is sent to the access point (gateway or router) from where it is re-distributed.



Radio ad-hoc network

In an ad-hoc network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.



Radio networks (WLAN)

Three steps are necessary to incorprate your machine into a radio network (WLAN):

1. Configure the network to your PC.
2. Set up the parameters for your machine so that it can function in a network.
3. Having set up the parameters your device, install the Companion Suite LL software onto your PC with the necessary printer drivers.

> *The PC and all other devices must have their parameters set up to the same network as the multifunction machine. All the details needed for setting up the device, such as the network names (SSID), type of radio network, WEP key, IP address or subnetwork mask, must match the specifications of the network.*
>
> *You will find these details on your PC or on the access point.*
>
> *To find out how to set up the parameters for your PC, please consult the users' manual for your server. For large networks, please seek the advice of your network administrator.*

Connect your WLAN adaptor

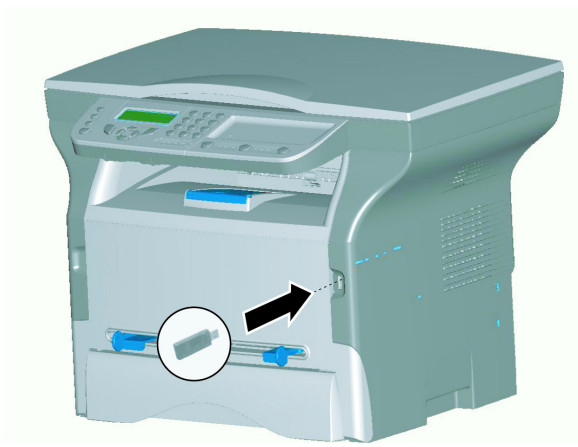
Your machine belongs to a new generation of terminals that you can incorporate into a WLAN network using a WLAN USB key.

Your machine's network radio adaptor transmits data using the radio protocol IEEE 802.11g; it can also be incorporated into an existing IEEE 802.11b network.

When connecting to your machine, only use the approved adaptor. Other transmitting or receiving adaptors may damage your device.

Regardless of whether you use your machine in an infrastructure or ad-hoc network, you must set up certain network and security parameters (for example, the Service-Set-ID (SSID) and the WEP key). These must match the network's specifications.

Plug your WLAN USB key into the USB port of your machine.



Configure your network

We recommend that the settings of your WLAN network should only be changed by a person with a good knowledge of the configuration of your computer.

Creating or rejoining a network

Before attempting to use a WLAN adaptor on your machine, you must enter the parameters that will allow a WLAN network to recognize your machine.

On your machine you will find simple instructions that guide you step by step through the set-up of your network.

▼281 - SETUP/WLAN/ASS. CONFIG.

1. Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2. Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3. Select **ASS. CONFIG.** using the keys ▼ or ▲ and confirm with **OK**.
4. Select **NEW NETWORK** using the keys ▼ or ▲ and confirm with **OK**.

If you choose an existing network, steps 5 and 6 (and possibly 7) are carried out automatically.

5. **SSID** appears on the screen, enter the name of your network using the numerical keypad, pressing the keys one after the other until you obtain the name you want (32 characters maximum) and confirm with **OK**.
6. **AD-HOC MODE** or **INFRA. MODE** appear on the screen. Go back to the beginning of the chapter and make your choice.
   Select one of these modes and confirm with **OK**.
   - If you choose AD-HOC mode, the sub-menu **CHANNEL** appears, enter a figure between 1 and 13 and confirm with **OK**.
7. **WITHOUT SECURITY** or **WITH SECURITY** appear on the screen.
   Select the option you want and confirm with **OK**.
   - If you choose **WITH SECURITY** the sub-menu WEP KEY 1 appears, enter the key number (1 to 4 maximum) that you are using on your network.

The WEP key number may be configured in the menu:
▼29 - SETUP/TECHNICALS/WEP KEYS NBR

8. **IP CONF.: MANU** or **IP CONF.: AUTO** appear on the screen.
   If you choose to set up the system manually, go to the next paragraph and enter the parameters IP ADDRESS, SUBNET MASK and GATEWAY.
9. At the end of this procedure, you return to the main menu of **ASS. CONFIG.**
10. Exit this menu by pressing the ⊽ key.

Referring to or changing your network parameters

Each of the parameters of your network may be changed as your network develops.

▼2822 - SETUP/WLAN/PARAMETERS/ IP ADDRESS

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **IP ADDRESS** using the keys ▼ or ▲ and confirm with **OK**.
5 The number of your IP address will appear in the format **000.000.000.000**. Enter the new IP address for your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the ⓥ key.

▼2823 - SETUP/WLAN/PARAMETERS/ SUBNET MASK

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **SUBNET MASK** using the keys ▼ or ▲ and confirm with **OK**.
5 The number of your subnet mask will appear in the format **000.000.000.000**. Enter the new submask of your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the ⓥ key.

▼2824 - SETUP/WLAN/PARAMETERS/ GATEWAY

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **GATEWAY** using the keys ▼ or ▲ and confirm with **OK**.
5 The number of your gateway will appear in the format **000.000.000.000**. Enter the new gateway for your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the ⓥ key.

▼2825 - SETUP/WLAN/PARAMETERS/ SSID

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **SSID** using the keys ▼ or ▲ and confirm with **OK**.
5 The name of your network will appear on the screen. Enter the new name of your network and confirm with **OK**.
6 Exit this menu by pressing the ⓥ key.

▼2826 - SETUP/WLAN/PARAMETERS/ MODE

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **MODE** using the keys ▼ or ▲ and confirm with **OK**.
5 The symbol **>>**, tells you that your network is in active mode.
6 Select one of the modes and confirm with **OK**.
- If you choose the AD-HOC MODE, the sub-menu **CHANNEL** will appear; enter a number between 1 and 13 and confirm with **OK**.

7 Exit this menu by pressing the ⓥ key.

In an AD-HOC network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole AD-HOC radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.

▼2827 - SETUP/WLAN/PARAMETERS/ SECURITY

This parameter allows you to make your network secure.

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **SECURITY** using the keys ▼ or ▲ and confirm with **OK**.
5 Choose **WITH** or **WITHOUT** and confirm by **OK**.
If you choose WITH, enter a password:
- In a 64 bit security configuration, the password must contain five characters exactly.
- In a 128 bit security configuration, the password must contain 13 characters exactly.

You may also enter the password using the hexadecimal system. If this is the case:
- For a 64 bit security configuration, the password must contain exactly 10 hexadecimal characters.
- For a 128 bit security configuration, the password must contain exactly 26 hexadecimal characters.

6 Exit this menu by pressing the ⓥ key.

▼2828 - SETUP/WLAN/PARAMETERS/ HOSTNAME

The machine name allows you to identify your machine on the network via a PC (for example with the name "PRINT-NETWORK-1").

1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **HOSTNAME** using the keys ▼ or ▲ and confirm with **OK**.
5 Type in the desired name (15 characters maximum) and confirm with **OK**.
6 Exit this menu by pressing the ⓥ key.

Once your connection has been set up, you must install the network MFP printer driver on your PC so that you can print your documents. Refer to the paragraph “Wireless connection”, page 32.

An example of how an AD-HOC network may be set up

An example of how to configure an Ad-hoc network without security protection using the following parameters:

- network name: "house"
- radio type: "ad-hoc"
- channel: "1"
- PC’s IP address: "169.254.0.1"
- PC’s subnetwork mask: "255.255.0.0"
- PC’s gateway: "0.0.0.0"
- IP address of the multifunction machine: "169.254.0.2"
- subnetwork mask of the multifunction machine: "255.255.0.0"
- multifunction machine’s gateway: "0.0.0.0"

Setting up a multifunction machine

1 Plug the WLAN USB key into the USB connector of the multifunction machine.
2 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
3 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
4 Select **ASS. CONFIG.** using the keys ▼ or ▲ and confirm with **OK**.
5 Select **NEW NETWORK** using the keys ▼ or ▲ and confirm with **OK**.
6 **SSID** appears on the screen, enter "**house**" using the numerical keypad and confirm with **OK**.
7 Select the mode **AD-HOC MODE** and confirm with **OK**.
8 Enter "**1**" in the field **CHANNEL** and confirm with **OK**.
9 Select **WITHOUT SECURITY** and confirm with **OK**.
10 Select IP CONF.: MANU and confirm with **OK**.
11 Enter "169.254.0.2" in the field IP ADDRESS and confirm with **OK**.
12 Enter "255.255.0.0" in the field SUBNET MASK and confirm with **OK**.
13 Enter "0.0.0.0" in the field GATEWAY and confirm with **OK**.
14 At the end of this process, you return to the main menu of **ASS. CONFIG.**
15 Exit this menu by pressing the ⓥ key.

Once the network has been set up, the LED of the WLAN USB key should be on.
You must now set up the PC.

Setting up the PC

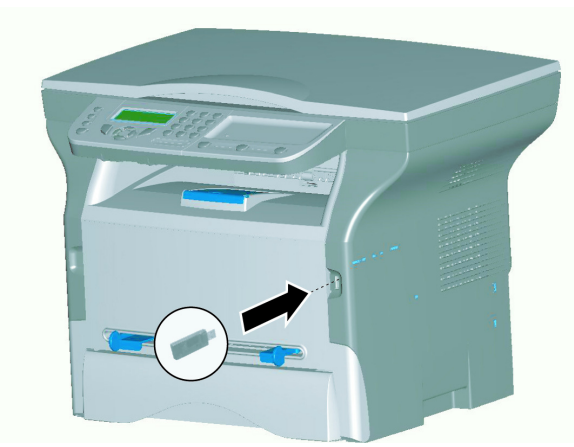
For this section, refer to the instructions supplied by the manufacturer of your server to help you to find and join the "house" network.

1. Plug WLAN USB key into a USB port on the PC.
2. Use the server software to detect the network.
3. Join the network "**house**" once this has been detected.
4. Now set up the WLAN network connection of your PC.
   To do this, you must configure the element **Protocol Internet (TCP/IP)** for the WLAN connection that has been created. If this element is set up in such a way as to obtain an IP address automatically, you must change it to manual mode to set up the TCP/IP address ("169.254.0.1" in our example), the subnet mask ("255.255.0.0" in our example) and the default gateway ("0.0.0.0" in our example).
5. Enter **OK**.

USB memory key

You can connect a USB memory Key on the front side of your machine. The files stored in TXT, TIFF and JPEG formats will be analyzed and you will be able to use the following actions:
-print the stored files contained in your USB memory key,
-delete the files contained in your USB memory key,
-run an analysis on the contents of the inserted USB memory key,
-digitize a document on your USB memory key.

Use of the USB memory key



Print your documents

You can print the stored files or a list of the files located in the USB memory key.

Print the list of files located in the key

▼01 - MEDIA/PRINT DOC./LIST

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
2. **MEDIA ANALYSIS** appears on the screen.
3. Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
4. Select **LIST** with the ▼ or ▲ buttons and confirm with **OK**.
5. The list is shown in a table with the following information:
   - the analyzed files are indexed in an incremental 1 by 1 order,
   - the file's name with it's extension,
   - the date of the file's last save,
   - the file's size in Kbytes.

Print the files located in the key

▼01 - MEDIA/PRINT DOC./FILE

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
2. **MEDIA ANALYSIS** appears on the screen.
3. Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
4. Select **FILE** with the ▼ or ▲ buttons and confirm with **OK**.
5. You have three possibilities to print your files:
   - **ALL**, to print all the files located in the USB memory key.
     Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**. The printing is started automatically.
   - **SERIES**, to print several files located in the USB memory key.
     Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
     FIRST FILE and the first indexed file appears on the screen, select with the ▼ or ▲ buttons the file to print and confirm with **OK**. A star (✳) appears on the left side of the file.
     LAST FILE appears on the screen, select with the ▼ or ▲ buttons the other files to print and confirm with **OK**.
     Press the ⓘ button. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.
   - **SELECTION**, to print only one file located in the USB memory key.
     Select with the ▼ or ▲ buttons the file to print and confirm with **OK**. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.
6. Quit this menu by pressing the ▽ button.

Delete your files located in the key

You can delete files located in your USB memory key.

▼06 - MEDIA/DELETE/MANUAL

1. Insert your USB memory key on the front side of your machine respecting the way of insertion.
2. **MEDIA ANALYSIS** appears on the screen.
3. Select **DELETE** with the ▼ or ▲ buttons and confirm with **OK**.
4. Select **MANUAL** with the ▼ or ▲ buttons and confirm with **OK**.
5. You have three possibilities to delete your files:
   - **ALL**, to delete all the files located in the

USB memory key.
Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**.
You come back to the previous menu.

- **SERIES**, to delete several files located in the USB memory key.
  Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
  FIRST FILE and the first indexed file appears on the screen, select with the ▼ or ▲ buttons the file to delete and confirm with **OK**. A star (✳) appears on the left of the file.
  LAST FILE appears on the screen, select with the ▼ or ▲ buttons the other files to delete and confirm with **OK**.
  Press the ◇ button.
  You come back to the previous menu
- **SELECTION**, to delete only one file located in the USB memory key.
  Select with the ▼ or ▲ buttons the file to delete and confirm with **OK**.
  You come back to the previous menu.

6 Quit this menu by pressing the ⊽ button.

Analyze the USB memory key content

After a period of inactivity, your machine will return to the main menu. To view the USB memory key again please proceed as follows:

▼08 - MEDIA/MEDIA ANALYSIS

1 Press on ▼, enter **07** with the keyboard.
2 The USB memory key analysis is started.
3 You can print or delete the detected files located in your USB memory key. Refer to the previous chapters.

Save a document on a USB memory key

This function allows you to digitize and save a document directly in a USB memory key.

1 Place the document to be copied face down on the glass.
2 Insert the USB memory key in the USB connector of your multifunction device.
The USB memory key analysis is started.
When the analysis is finished, the MEDIA menu is displayed.
3 Select **SCAN TO** with the ▲ or ▼ buttons then confirm with the **OK** button.

You can also access this function in two other ways:

- *by pressing the SCAN button of the machine deck then by selecting SCAN-TO-MEDIA.*
- *By pressing the ▼ button from the screen saver then by typing 03 on the digital keyboard.*

4 Choose the **COLOR** between **BLACK&WHITE** and **COLOR** with the ▲ or ▼ buttons and the button **OK**.
5 With the alphanumeric keyboard, give a name to the scan file (up to 20 characters) and confirm with **OK**.
6 Choose the scan format between **IMAGE** and **PDF**, and confirm to start the scan and the recording of the document.
IMAGE allows to have the same kind of file as a photo. **PDF** is a format for the digital documents creation.

The beginning button ◇ immediately starts the scan and sends a file to the support with the parameters defined in the analysis format.

*With the **IMAGE** format, if you have selected **BLACK&WHITE** the picture will be saved in TIFF format, if you have selected **COLOR** the picture will be saved in JPEG format.*

PC Features

Introduction

It is recommended to install the Companion Suite Pro software first and then to connect the USB cable to your machine.

The Companion Suite Pro software allows the connection of a personal computer with a compatible multifunction machine.

From the PC, you can:

- manage the multifunction machine, allowing you to set it up according to your needs,
- print your documents on the multifunction machine from your usual applications,
- scan color, grey scale or black and white documents and edit them on your PC, or process them into text using the character recognition software (OCR),

Configuration requirements

The minimum configuration requirements for your personal computer are:

Supported operation systems:

- Windows 98SE,
- Windows Millennium,
- Windows 2000 with at least Service Pack 3,
- Windows XP (Home and Pro).

Processor:

- 500 MHz for Windows 98SE,
- 800 MHz for Windows Me or 2000,
- 1 GHz for Windows XP (Home and Pro),
- CD-ROM drive,
- a free USB port,
- 600 Mbytes of available disk space for the installation.

RAM memory:

- 128 Mbytes minimum for Windows 98, Me, and 2000,
- 192 Mbytes minimum for Windows XP (Home and Pro).

Installation

Install the software on your PC

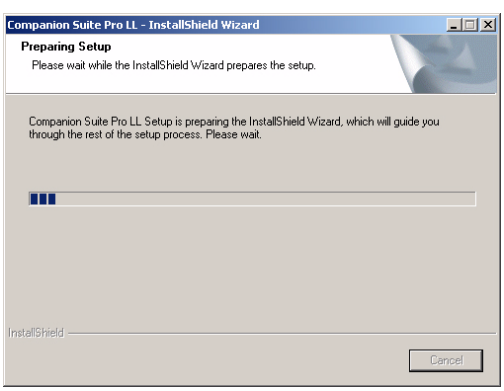
Turn your PC on. Open an ADMINISTRATOR session unless working in 98SE and ME environments.

1. Insert the CD-ROM into your CD-ROM drive. The CD will autorun. If it doesn't, click Start>Run>Browse. Browse to your CD-ROM drive. Double-click Install.exe. Click OK.
2. Select your language.
3. Click Yes to accept the license agreement.
4. Click All Products to install the drivers and software.

The ALL PRODUCTS installation copies to your hard disk the software required for proper execution of the Companion Suite Pro kit, which includes:
- Companion Suite Pro (machine management software, printer drivers, scanner, ...),
- PaperPort.

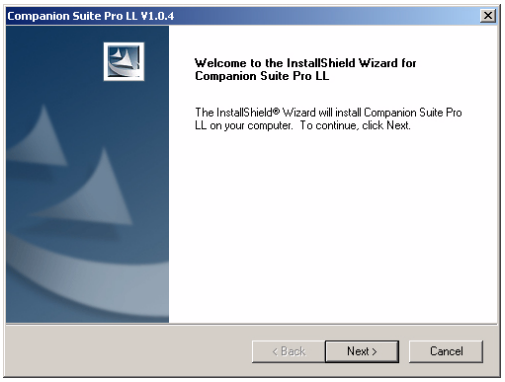
You may already be the owner of a version of the software available in the installation CD-ROM.
In this case, select the software that you want to install on your hard drive and confirm your choice.

5. The InstallShield Wizard proceeds with the installation.


Companion Suite Pro LL - InstallShield Wizard
Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
Companion Suite Pro LL Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
InstallShield
Cancel

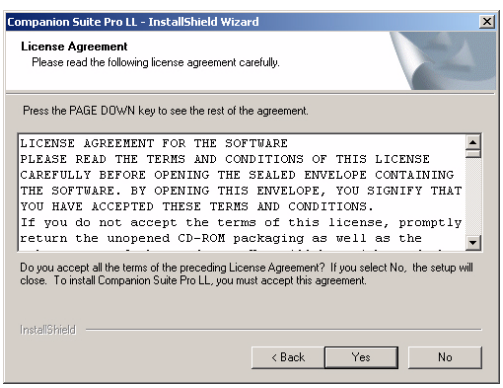
6. When the assistant finishes, the welcome

screen appears.


Companion Suite Pro LL V1.0.4
Welcome to the InstallShield Wizard for Companion Suite Pro LL
The InstallShield® Wizard will install Companion Suite Pro LL on your computer. To continue, click Next.
< Back
Next >
Cancel

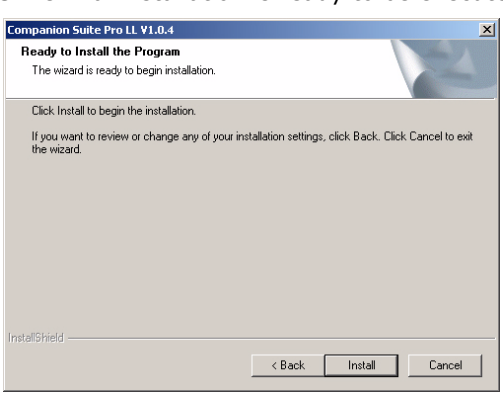
7 Click on the **NEXT** button to launch the installation of the COMPANION SUITE PRO kit on your PC.

8 Before the files are copied on your hard drive, you need to accept the proposed license agreement, use the scroll bar to read the agreement entirely.


Companion Suite Pro LL - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR THE SOFTWARE
PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE CAREFULLY BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. BY OPENING THIS ENVELOPE, YOU SIGNIFY THAT YOU HAVE ACCEPTED THESE TERMS AND CONDITIONS.
If you do not accept the terms of this license, promptly return the unopened CD-ROM packaging as well as the
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Companion Suite Pro LL, you must accept this agreement.
InstallShield
< Back
Yes
No

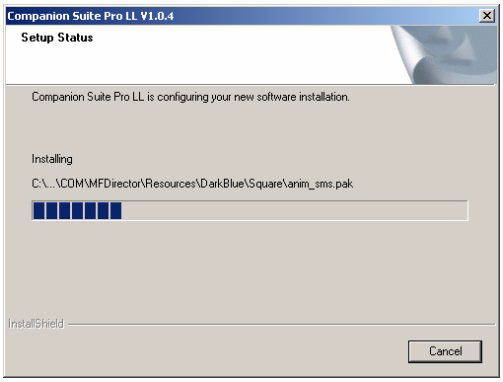
9 Click on the **YES** button.

10 The final installation is ready to be executed.

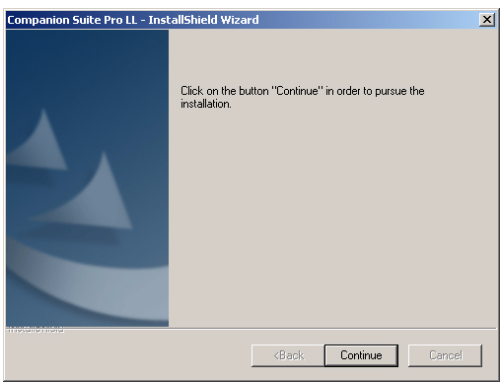

Companion Suite Pro LL V1.0.4
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

11 Click on the **INSTALL** button.

12 A screen informs you of the installation progress.

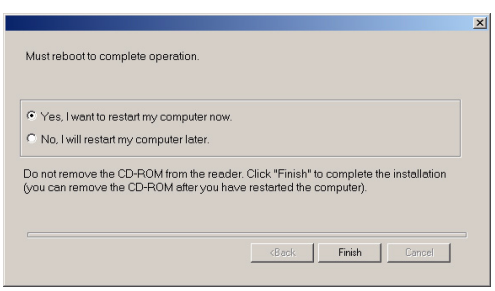


13 The Companion Suite Pro software is installed on your PC.



14 Click on the **CONTINUE** button to copy the utilities and PaperPort SE software that come along with the kit.

15 At the end of the installation, you need to restart your PC to update the system files.


Must reboot to complete operation.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).
<Back
Finish
Cancel

16 Select your choice and click on the **FINISH** button.

17 Your "Companion Suite Pro" kit is successfully installed on your PC.

18 Proceed to the next section to connect your MFP and Install the drivers.

You can start the multifunction machine's management software from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL >MF DIRECTOR** or by clicking on the icon **MF DIRECTOR** located on your desktop.

Connections

Make sure that your multifunction machine is powered off.

USB Connection

The connection between the PC and the machine requires a USB 2.0 shielded cable no more than 3 meters long.

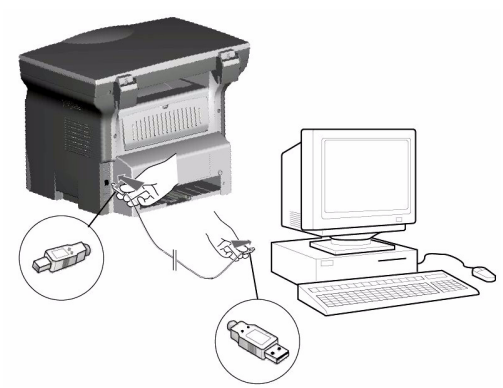
If USB cable is Installed Before Software

You can connect the USB cable before installing the Companion Suite Pro software on Windows 2000 and XP.

Nevertheless, it is recommended to install the Companion Suite Pro software first and then to connect the USB cable to your machine.

If you connect the USB cable before installing the Companion Suite Pro software the recognition system (plug and play) identifies automatically that new hardware has been added. To start your machine driver's installation, follow the instructions on screen. If a window asking about the location of the drivers pops up, then indicate the installation CD-ROM.

1 Locate your USB cable connectors and connect as shown below on the picture.



2 Power on your multifunction machine. The FOUND NEW HARDWARE WIZARD window appears.
3 Select YES THIS TIME. Click NEXT.
4 Select INSTALL SOFTWARE AUTOMATICALLY (RECOMMENDED). Click NEXT.
5 Click FINISH. The USB driver is installed.
6 The FOUND NEW HARDWARE Wizard appears.
7 Select YES THIS TIME. Click NEXT.
8 Select INSTALL SOFTWARE AUTOMATICALLY (RECOMMENDED). Click NEXT.
9 Click FINISH. The Software driver is installed.

Test the driver installation.

To test the USB and printer driver installation, print a test page:

1 Click START >SETTINGS >PRINTERS & FAXES.
2 Right click OKI B2500 MFP.
3 Click PROPERTIES.
4 Click the PRINT TEST PAGE button.

Reinstall the drivers if the installation failed.

You can now use the multifunction machine to print or scan your documents.

Wireless connection

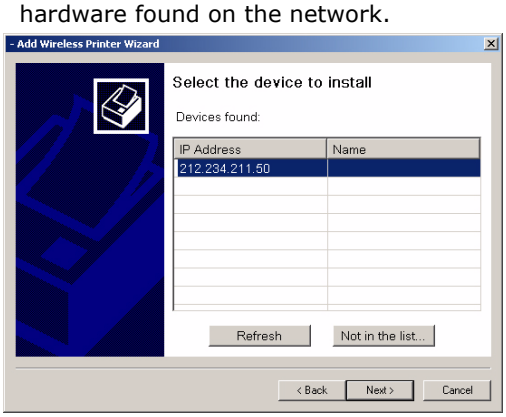
The Companion Suite Pro LL software must be installed to perform this operation.

1 Run the MF Director application by clicking on the icon located on your desktop or from the menu **START >PROGRAMS >COMPANION SUITE >COMPANION SUITE PRO LL > ADD PRINTER.**

2 Click on the **NEXT** button to run the installation procedure.

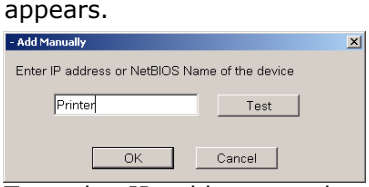
- Add Wireless Printer Wizard
Add Wireless Printer Wizard
This Wizard helps you to install your Printer for Wireless printing.
Before proceed, make sure that:
- your printer is on,
- the WiFi dongle is plugged,
- your Wireless Network parameters are valid.
< Back
Next >
Cancel

3 The next screen shows the list of compatible hardware found on the network.



You can make another search on the network by clicking on the REFRESH button.

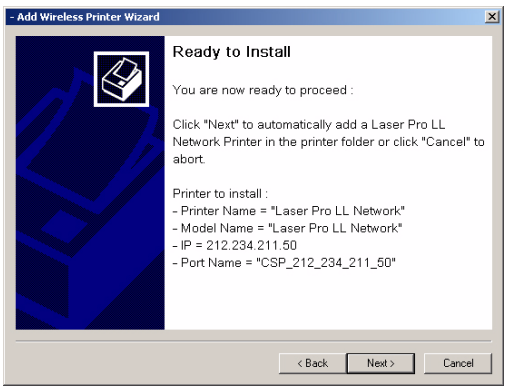
Remark: A hardware device may not appear in the list in which case click on the NOT IN THE LIST button. The next window appears.



Type the IP address or the NetBIOS name of the hardware that you wish to add. You can test the connection between the PC and the hardware by clicking on the TEST button. Click on the OK button.

4 Select what you wish to add from the hardware list. Click on the NEXT button.

5 The next window lists the different features of the printer that are about to be installed. Click on the NEXT button.

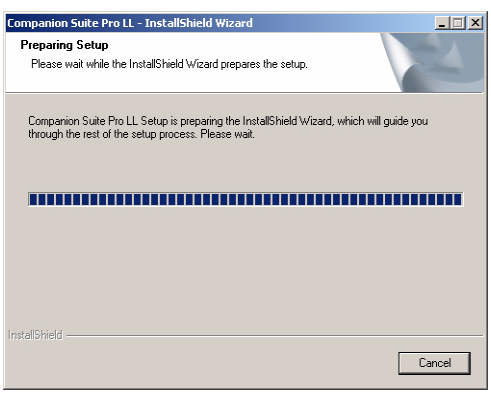

- Add Wireless Printer Wizard
Ready to Install
You are now ready to proceed :
Click "Next" to automatically add a Laser Pro LL Network Printer in the printer folder or click "Cancel" to abort.
Printer to install :
- Printer Name = "Laser Pro LL Network"
- Model Name = "Laser Pro LL Network"
- IP = 212.234.211.50
- Port Name = "CSP_212_234_211_50"
< Back
Next >
Cancel

6 The window indicating that the installation procedure was successful pops up. Click on the FINISH button.

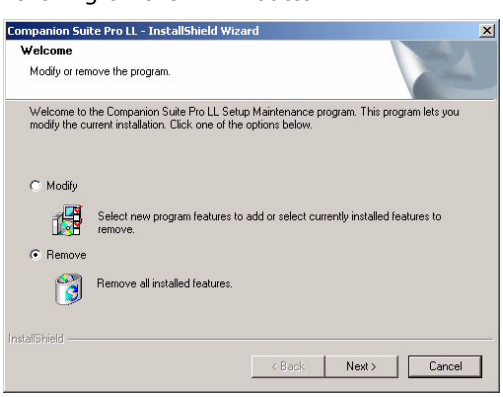
Uninstall the software from your PC

Run the programs removal from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL > UNINSTALL**.

1 A preparation screen appears.

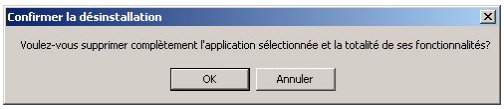

Companion Suite Pro LL - InstallShield Wizard
Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
Companion Suite Pro LL Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
InstallShield
Cancel

2 Select **REMOVE** and confirm your choice by clicking on the **NEXT** button.

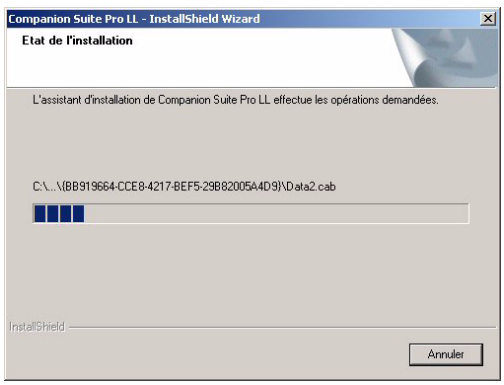

Companion Suite Pro LL - InstallShield Wizard
Welcome
Modify or remove the program.
Welcome to the Companion Suite Pro LL Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program features to add or select currently installed features to remove.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

3 A confirmation screen appears. Click on **OK** button to continue the **COMPANION SUITE PRO**

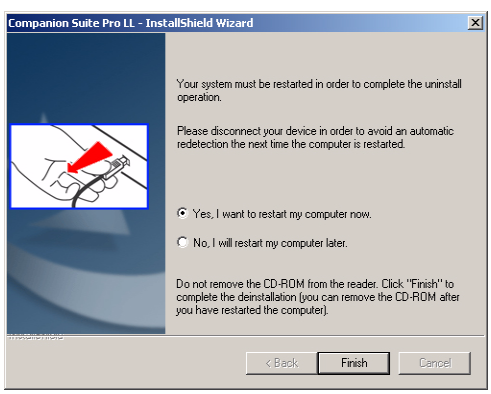
LL program removal.


Confirmer la désinstallation
Voulez-vous supprimer complètement l'application sélectionnée et la totalité de ses fonctionnalités?
OK
Annuler

4 A preparation screen appears. You can cancel the removal by clicking on **CANCEL.**


Companion Suite Pro LL - InstallShield Wizard
Etat de l'installation
L'assistant d'installation de Companion Suite Pro LL effectue les opérations demandées.
C:\...\{BB919664-CCE8-4217-BEF5-29B82005A4D9}\Data2.cab
InstallShield
Annuler

5 You need to restart your system at the end of the procedure. Close all open programs, select **YES, I WANT TO RESTART MY COMPUTER NOW** and click on the **FINISH** button.


Companion Suite Pro LL - InstallShield Wizard
Your system must be restarted in order to complete the uninstall operation.
Please disconnect your device in order to avoid an automatic redetection the next time the computer is restarted.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the deinstallation (you can remove the CD-ROM after you have restarted the computer).
< Back
Finish
Cancel

Multifunction Terminal's Supervision

The software that you have installed contains two multifunction machine management applications, MF DIRECTOR and MF MONITOR, which allow you to:

- check whether the multifunction machine is connected to your PC,
- monitor the multifunction machine activity,
- monitor the status of the multifunction machine consumables from the PC,
- quickly access the graphic editor applications, OCR etc.

To manage the multifunction machine, run the MF Director application by clicking on the icon located on your desktop or from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.

Checking the connection between the PC and the multifunction machine

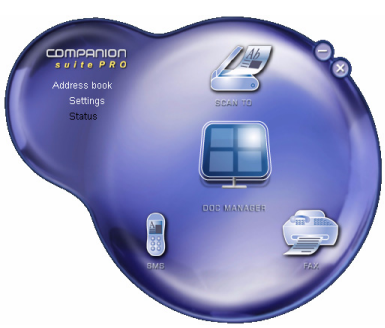
To check if the connection between the devices is good, run the MF MONITOR software from the icon located on the desktop and check that the same information is displayed on the multifunction machine (for instance the date).

MF Director

This graphical Interface allows you to run the utilities and the software to manage your multifunction machine.

Graphical presentation

Run the application by clicking on the MF Director icon located on your desktop or from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR.**

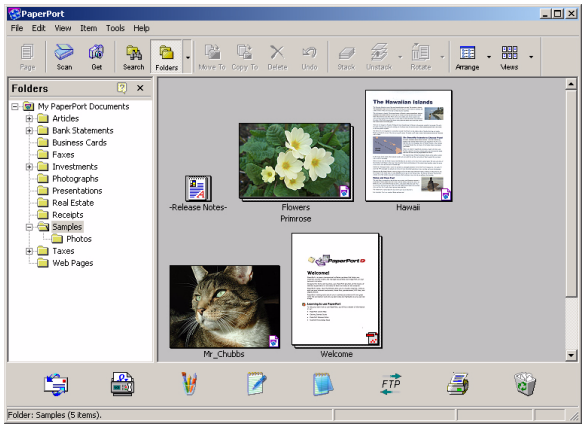


By default, MF DIRECTOR is displayed with dark blue rounded shape. You can modify its shape and color by right-clicking with the mouse.

Utilities and applications activation

The COMPANION SUITE PRO graphical interface allows you to run the following utilities and software:

- get **HELP** from the current documentation,
- run the **PaperPort** software (Doc Manager).

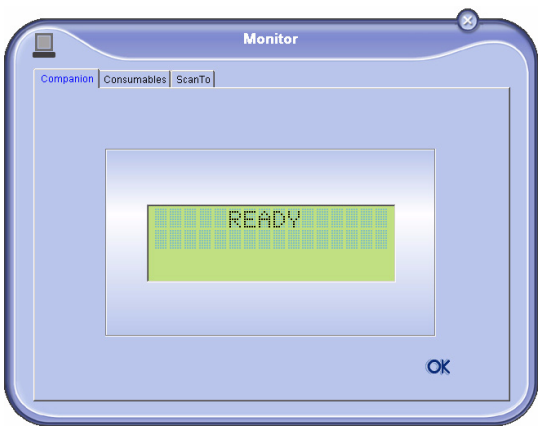


To run a software or utility contained in the COMPANION SUITE PRO kit, place the cursor on it and left-click with the mouse.

MF Monitor

Graphical presentation

Run the application by clicking on the MF Monitor icon located on your desktop or from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL > MF MONITOR**.

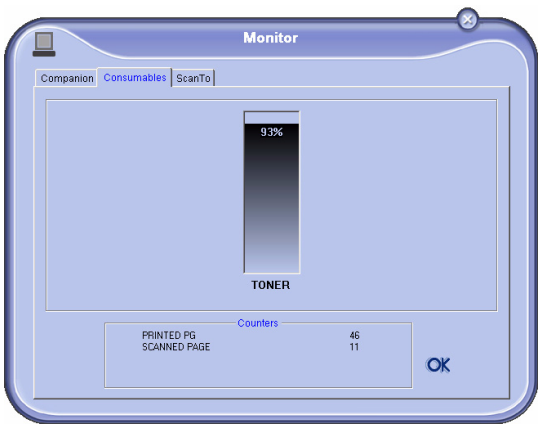


From this screen you can monitor the information or configure your multifunction machine from the tabs:

- **COMPANION**: Presents the multifunction machine screen.
- **CONSUMABLES**: Displays the consumables status.
- **SCAN TO**: Scan Mode and Resolution parameters setup, these parameters will be taken into account when clicking on the **SCAN** button from the machine.

Display the consumable status

The following information will be available from the Consumables tab:
- current consumables status,
- number of printed pages,
- number of scanned pages.

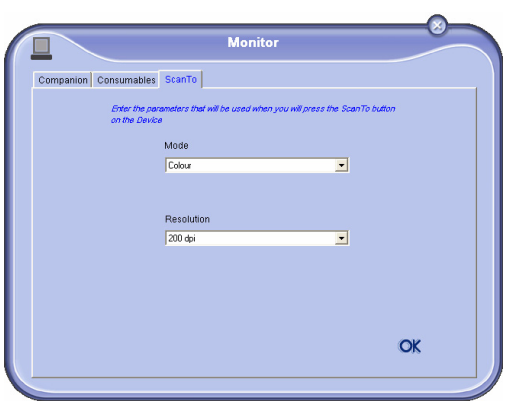


Scan To

The setup of this tab, becomes the default setup for the scanner.

Remark: The function SCAN TO can only be used if the application is running. If this is not the case, activate it.

1. Select the Scan To tab.
2. Select one of the possible choices:
   - color,
   - grayscale,
   - black and white.
3. Select the scanner resolution (72 dpi to 4800 dpi).
4. Confirm your choices by clicking on the **OK** button.



Companion Suite Pro LL functions

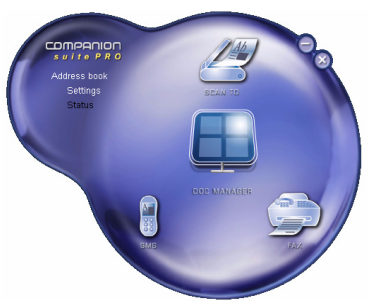
Document analysis

The document analysis can be carried out in two ways:

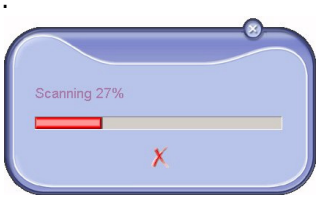
- either by the SCAN TO function (application accessible from the MF Director window or from the SCAN button from the machine),
- or directly from a TWAIN standard compatible application.

Analysis with Scan To

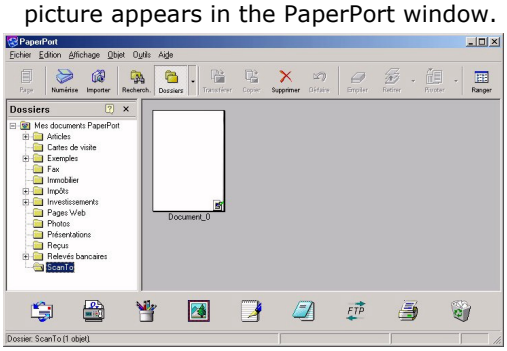
Run the application by clicking on the MF Director icon located on your desktop or from the menu **START >PROGRAMS >COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.



1. Left-click with the mouse on the **SCAN TO** graphical image or click the **SCAN** button from your machine.
2. You can follow the ongoing digitization on a screen.



3. At the end of the digitization, the scanned picture appears in the PaperPort window.



Analysis from a TWAIN compatible software

If the PaperPort software is not installed on your hard drive, the scanned picture will appear on your desktop in TIFF format.

1. Run the picture editor application and then run the acquisition command.
   The document analysis window appears.
2. Setup the parameters (contrast, resolution) before starting the digitization.
3. Once the document is digitized, you can archive it or edit it.

For more details about the usage of this software, check the on-line help of the product.

Printing

You can print your documents via the USB connection or the Wifi connection.
During the installation of the software, the B2500 MFP printer driver will be installed automatically onto your PC. This will allow you to print your documents on the machine via the USB connection.
The B2500 MFP NETWORK printer driver allows to print via the wireless connection. This driver is installed when you add a network printer.

Printing with the multifunction machine

To print a document with the machine from your PC is like printing a document in Windows (use the **PRINT** command from the **FILE** menu of the currently open application on the screen). Select the *B2500 MFP* printer to print via the USB connection or the *B2500 MFP NETWORK* printer to print via the Wifi connection.

The B2500 MFP printer becomes the default printer when the Companion Suite Pro software is installed.

Maintenance

Service

General information

For your safety, it is imperative to refer to the security directives presented in the Safety, Warranty, and Regulatory Information booklet.

To ensure that your machine is kept in the best condition, it is recommended that you periodically clean the inner parts.

Please respect the following rules while using this machine:

- *Do not leave the scanner cover open.*
- *Do not try to lubricate the device.*
- *Do not close the scanner cover violently or do not apply vibrations to the machine.*
- *Do not open the cartridge access cover while printing.*
- *Do not try to disassemble the machine*
- *Do not use paper which has stayed in the tray for too long.*

Toner cartridge replacement

Your machine comes with a current consumable management system. It tells you if your toner cartridge is close to its end of cycle. The following message will appear on your machine screen.

```
TONER NEAR
END
```

To quit this screen, press **OK**.

To replace the toner cartridge, proceed as shown below.

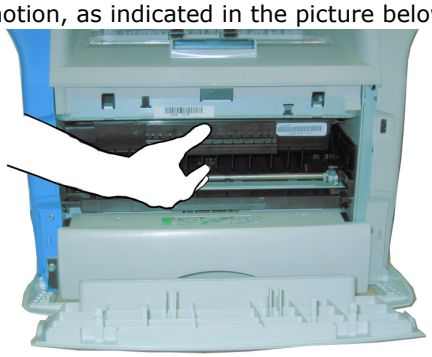
When the following message is displayed on the screen:

```
TONER EMPTY
REPLACE <OK>
```

1 Press **OK**.

```
OPEN FRONT COVER
REPLACE TONER
```

2 Stand in front of the device.
3 Push on the left and right sides of the cover and pull it towards you.
4 Raise and remove the toner cartridge from the machine.
5 Unpack the new cartridge and insert it into the slot by pushing it until it clicks with a downward motion, as indicated in the picture below.



6 Close the cover.
7 The following message appears:

```
HAVE YOU CHANGED
THE TONER? <OK>
```

Press **OK**.
8 When this message appears,

```
INSERT THE
TONER CARD
```

insert the smart card provided with the new toner cartridge as shown on the picture below.

9 A wait message appears.

```
PLEASE
WAIT
```

The smart card is read.

```
NEW TONER
REMOVE CARD
```

Remove the smart card from the reader, your machine is ready to print again.

Issues with smart cards

If you use a smart card that has already been used, the machine will display:

```
PLEASE
WAIT
```

then,

```
REMOVE CARD
ALREADY USED
```

If you use a defective smart card, the machine will

display:

```
PLEASE
WAIT
```

then,

```
UNKNOWN CARD
REMOVE CARD
```

If the **C** button is pressed while the smart card is being read, the machine displays:

```
ACTION CANCELLED
REMOVE CARD
```

Cleaning

Scanner reading system cleaning

When one or more vertical lines appear on the copies, clean the glass of the scanner.

1. Open the scanner cover until it is standing in vertical position.
2. Wipe the glass with a soft lint-free cloth soaked with mild alcohol.
3. Close the scanner cover.
4. Make a copy to check that the symptoms have disappeared.

Printer cleaning

Dust, dirtiness and paper debris on the external and internal surfaces of the printer can affect its operation. We advise that it be cleaned regularly.

Printer external cleaning

Clean the external part of the printer with a soft cloth soaked in mild detergent.

Printer issues

Error messages

When the printer encounters any of the problems described below, the corresponding message is shown on the machine display.

Message	Action
CHECK TONER	Check the presence of a toner cartridge in the machine.
TONER NEAR END	Indicates that your consumable will need changing soon.
REPLACE PAPER	Add paper in tray.
HEATING	Message displayed when starting the machine.
CLOSE COVER PRINTER	The printer front cover is open, close it.
TONER EMPTY REPLACE <OK>	Replace the toner cartridge.
PAPER JAM REMOVE TONER	A sheet of paper is jammed in the machine. Take out the toner cartridge and remove the jammed paper sheet. Take out the paper tray and remove the jammed paper sheet. Then open and close the consumable cover.
PAPER JAM EXTERNAL TRAY	A sheet of paper is jammed in the machine. Open the paper jam cover. Remove the jammed paper sheet. Then open and close the consumable cover.
PAPER EMPTY	Add paper in the paper tray.

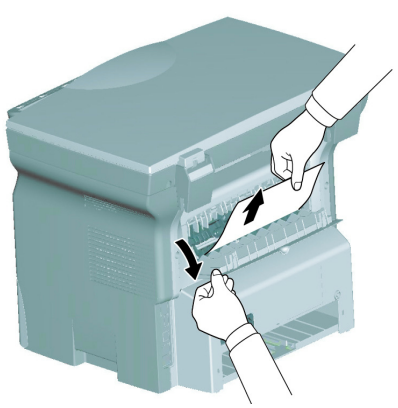
Paper jam

When printing, a sheet of paper may get stuck in the printer or the paper tray and cause a paper jam.

In case of a paper jam in the machine, the following message appears:

```
PAPER JAM
EXTERNAL TRAY
```

Open the paper jam cover located at the back of the machine. Remove the jammed sheet of paper and close the cover.



Open and close the consumable cover.
The printer starts again automatically.

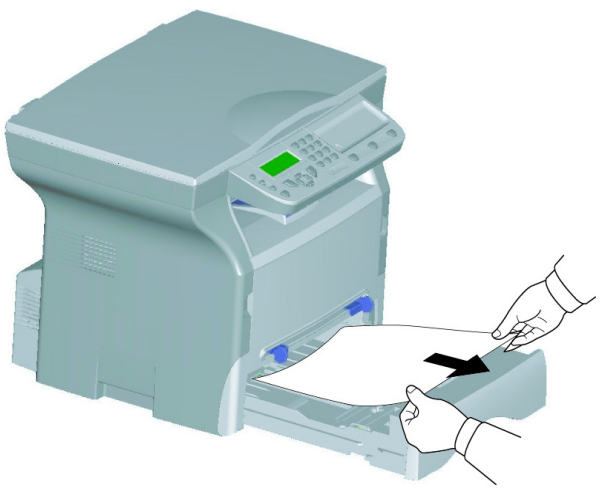
The fusion unit can reach a very high temperature during the operation. To prevent any harm, do not touch this area.

In case of paper jam. The following message appears:

```
PAPER JAM
REMOVE TONER
```

Do the following:

1. Remove the toner cartridge and check if a sheet is jammed. Remove the sheet of paper which causes the paper jam. Put the toner cartridge in the machine.
2. Remove the paper tray and remove the sheet of paper which caused the paper jam. Check that the paper sheets in the paper tray are correctly placed. Replace the paper tray in the machine.
3. Make sure that the paper length guide on the paper cassette is adjusted to the paper format.



Miscellaneous issues

When turning on, nothing is displayed on the screen.
Check the connection between the power cord and the outlet.

Specifications

Physical specifications

Dimensions:	17.6 x 15.2 x 13.5 inches (447 x 386 x 344 mm)
Weight:	25.5 lb (11.6 kg)

Electrical specifications

Power supply:	110 - 120 V - 50/60 Hz
Electric consumption:	10 W typical in powersave 13 W typical in standby 340 W average during printing

Environmental specifications

Operating temperature:	In operation: 50°F. to 90°F. (+10°C to 32°C)
Acceptable humidity level:	In operation: 15% to 80% HR (without condensation)

Peripheral specifications

Printer

Type:	Laser (on normal paper)
Resolution:	600 dpi
Speed:	16 ppm maximum
Preheating time:	21 sec.
First page out time:	13 sec.

Copier

Type:	Autonomous Black and White
Copy speed:	16 ppm maximum
Resolution:	600 dpi
Multiple copies:	99 pages maximum
Zoom range:	25 % to 400 %

Scanner

Type:	Color scanner
Color depth:	36 bits
Resolution:	600 dpi (optical) 2400 dpi (interpolated)
Software compatibility:	TWAIN
Maximum paper format:	Letter

Printing supports

Main paper tray capacity:	250 sheets maximum - 24 lb. (60 g/m²), 200 sheets maximum - 20 lb. (80 g/m²)
Output tray capacity:	50 sheets
Main tray paper format:	A4, A5, Legal, Letter 60 to 105 g/m² paper
Paper format for manual printing:	A4, A5, Legal, Letter, B5, exec, A6 52 to 160 g/m² paper

PC connection

Slave USB 2.0 port (PC connection)
Master USB 2.0 port (Wlan connection, reader, USB memory key reader)
Operating System: Windows 98 SE, 2000SP3, ME, XP

Specifications are subject to changes for improvement without notice.

SAFETY

SAFETY WARNING

Before powering on your unit, make sure the power outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning:Incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

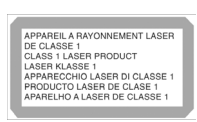
Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's power plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a power outlet located nearby.
- The power outlet must remain easily accessible.

Your unit is delivered with a power cord including a plug which, depending on the model, may be:

- without earth (the ⊡ symbol on the warning label).
- with earth (no symbol on the warning label). It is imperative that a power plug with an earth be connected to a wall outlet with an earth.


APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

If the machine is powered when you remove the upper cover, be careful with the two following dangers:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

CONSUMABLES

Toner Cartridge Part Number :56120401

Toner cartridge characteristics:

The standard toner cartridge can produce up to 4,000 pages (when printing on Letter paper with a 5% max. black and white ratio).

The initial toner cartridge can produce up to 1,500 pages (when printing on Letter paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

SERVICE AND SUPPORT

First...

Consult the store where you purchased your printer.

Additional OKI Resources

- Available 24 hours a day, 7 days a week
- Visit our multilingual web site: www.OKIPRINTINGSOLUTIONS.COM
- Visit MY.OKIDATA.COM
- Call 1-800-654-3282 (U.S. and Canada only)

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Oki Data Americas, Inc.
2000 Bishops Gate Blvd.
Mt. Laurel, NJ 08054-4620
Tel: (856)235-2600 Fax: (856)222-5320
www.okiprintingsolutions.com

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